



Hamilton Smith

ESTABLISHED | INDEPENDENT | EFFECTIVE

TENANCY APPLICATION & REFERENCING FORM

Please complete all sections **fully**. This form will be used to assess suitability for tenancy and referencing purposes.

Thank you for applying to rent this property through Hamilton Smith Lettings. We kindly ask that you read this document fully and return it to the relevant office as soon as possible.

This form must be completed and signed before any application for tenancy can be formally considered. Applicants are reminded that completion of this form is not an acceptance of your tenancy. All applications are subject to landlord acceptance and satisfactory references. Applicants are also reminded that in addition to the reference information requested herein they must also provide proof of identification and a utility bill with your current address on. No application will be processed until the above have been presented to us.
Missing information will result in delays in this process.

Move In Costs inclusive of VAT (payable on or before date of move in by cleared funds)

Holding Deposit (1 week's rent) *	£ weeks rent
1st Months' Rent In advance	£ rent
Property Deposit (5 Weeks rent)	£ deposit

The tenants agree to pay 1 weeks rent as a holding deposit on the property. If the application is successful, this will go towards the first month's rent instalment. If the application is not accepted due to false information, failed referencing or the tenant withdrawing their application then this fee is non-refundable

Property & Tenancy Details

Property Address Applied For	
Monthly Rent	
Desired Tenancy Start Date	
Date	

Applicant Personal Details

Title	
First Name	
Surname	
Date of Birth	
Mobile Number	
Email Address	
Current Residential Status	
Employment Status	
Any Adverse Credit History? (Yes / No) If yes, provide details:	

Current Address & Landlord Details

Current Address	
Period at Address	
Previous address, if less than 3 years at your current address	
Current Landlord / Letting Agent	
Landlord/ Agent Contact Number	
Landlord/ Agent Email Address	
Current Monthly Rent	
Rent Paid On Time? (Yes / No)	
Any Rent Arrears? If Yes, Please State Amount	

Employment & Financial Information

Employment Type (Employer / Self-employed / Accountant)	
Company Name	
Contact Name & Position	
Company Address	
Telephone Number	
Email Address	
Your Position	
Annual Salary	
Employment Start Date	
Employment End Date (if applicable)	
Contract Type (Permanent / Temporary)	

Additional Information

Marital Status	
Are You a Smoker?	
Any Pets? (Please Specify type, breed, age)	
Any Children? (Please Specify Names & Ages)	
Nationality	
Right to Rent Share Code (if not a British or Irish citizen)	
Right to Rent Expiry Date	

Next of Kin / Emergency Contact

Full Name	
Address	
Telephone Number	
Email Address	
Relationship to Applicant	

Applicant Declaration

I confirm that the information provided within this application form is true and accurate to the best of my knowledge. I understand that any false or misleading information may result in the rejection of my tenancy application.

Applicant Signature: _____ Date: _____

Personal information provided will be processed in accordance with UK GDPR and the Data Protection Act 2018. Information may be shared with referencing agencies and third parties for the purposes of tenancy assessment and fraud prevention. Please refer to our Privacy Policy at www.hamilton-smith.com

Hamilton Smith Lettings Offices

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